

EAST CAMBS TRADING COMPANY

JOB PROFILE

FIXED TERM CONTRACT TO JANUARY 2026

JOB TITLE:	SITE MANAGER (FIXED TERM)	POST NO:	ETC046
REPORTS TO:	DIRECTOR COMMERCIAL	Salary:	£45,000 - £55,000 + Car Allowance
		DATE:	April 2024
DEPARTMENT:	PALACE GREEN HOMES		

Purpose

As a well-organised planner, the Site Manager is vital to ensuring the cost-effective, timely and orderly completion of Palace Green Homes' projects. Based primarily at the site office to be set up at Arbour Square, Ely the Site Manager has responsibility for all site operations, health and safety / staff welfare and overall build quality.

Principle Accountabilities

- The management of site personnel, external builders / contractors
- The co-ordination of work schedules and overseeing deliveries to site on a day to day basis
- Assisting with the procurement of sub-contractors and suppliers including measures and negotiations to ensure we remain within budget
- Preparing and drawing up a construction program for the works which can be reported on when required
- Ensuring the project is delivered to a high quality, on time and on budget
- Producing tailored written reports and providing written returns to the customer
- Working under the direction of the Project Manager, the role requires participation at regular site meetings with the Director Commercial and colleagues in the project team
- Any other duties as directed by the Project Manager and/or Director Commercial

PERSON SPECIFICATION

- Effective communication forms the heart of this role, as the Site Manager is responsible for maintaining the momentum of the project through relationship-building with the customer, sub-contractors, materials suppliers and project team members. As such, the Site Manager should possess the ability to motivate and inspire site workers to achieve critical deadlines and high build quality standards.
- Ability to make decisions under pressure and resolve conflicts.
- In addition to possessing outstanding relationship management skills it is essential that the postholder must be able to communicate effectively in writing as the role requires the production of various site specific documents and providing written reports to the customer which will facilitate returns to the customer and Homes England.
- Proven experience in a supervisory or management construction role.
- Strong leadership skills with the ability to motivate and inspire a team.
- Extensive knowledge of industry regulations and best practices is essential.
- Qualifications: First Aid, CSCS Card, SMSTS

Other

Hours: Monday-Friday – 8.00am to 4:30pm (1 hour unpaid lunch) (37.5 hours per week).

The Employee will be required to work such additional hours as are necessary for the proper performance of his duties and acknowledges that they shall not receive further remuneration in respect of such additional hours. Time off in lieu will be given in full recompense.